

## Addendum No. 1

### QUESTIONS AND ANSWERS

#### FOR RFP SOLICITATION NO. 3000000322

#### (Emergency Planning, Exercise and Response Statewide)

1. Page 11, Sect 3.4: Please clarify if the five positions listed as the minimum personnel that should be employed by the proposer at the time of submission must be directly employed by the proposer? Or may some of the positions be filled by subcontractors?

Response: **Positions may be filled by subcontractors - see page 7, B. Staff Classifications.**

2. Please explain the process for activation of a scope of work under this contract. Will DOTD make multiple awards to this contract and then request that pre-qualified contractors “bid” on a scope of work based on their rate table? Or will each task order be assigned to the single successful bidder?

Response: **There will not be multiple awards to this contract. Task orders for the contract will be issued to the single successful bidder.**

3. Could DOTD please provide additional information on the minimum qualifications of each position class, i.e., years of experience, familiarity with certain federal programs (i.e. FHWA/FEMA), use certain software program (i.e., ArcGIS, etc), maintains certifications (i.e., PMP, CEM, HSEEP, etc.)

Response: **Personnel requested to fill each identified position should have working experience in the area assigned, including a working knowledge of state and federal plans, procedures and programs.**

**Personnel assigned to Goal 3 – should have response experience and a working knowledge of NIMS.**

4. With respect to Goal 3, is the purpose of the staff augmentation task for the contractor to evaluate DOTD actions (in an effort to develop an AAR) or to take more of an active role in DOTD operations (i.e., evacuation management, cost tracking, FEMA/FHWA-ER program support).

Response: **The purpose of the staff augmentation task is to provide personnel during emergency operations to supplement DOTD Emergency Operations staffing. The contractor may be asked to provide experience personnel, capable to take an active**

**role in any of the DOTD response activities at the direction of the Emergency Operations Director.**

5. In support of Goal 3, will task orders be issued prior to an event (ex Tropical storm at H-120) or after the disaster. In addition, what mobilization requirements will be placed on the contractor? i.e., project management staff available within 24 hours and full mobilization within 72 hours of issuance of a task order.

Response: **If there is advanced warning of a potential event and the possible magnitude of the event, task orders will be issued prior to an event if possible. However, due to the uncertainty of emergencies/disaster situations it may be necessary to issue tasks orders during or after an event.**

**When necessary the DOTD Emergency Operations Director will issue a task order as soon as possible. Reporting time within 24 hours would be the desired response time; however, DOTD understands that if travel time is necessary, the response time may be delayed.**

6. Reference: 3.3 Desired Qualifications of Proposer and 4.1 Proposal Submission filed with the Secretary of State, Commercial Division, Corporations Section, if proposer is a corporation. Is it the intent of State of Louisiana to award this contract only to a firm with its headquartered business offices inside the confines of the State of Louisiana?

Response: **No, however the firm must be registered in the State of Louisiana**

Can a firm not headquartered within the confines of the State of Louisiana but registered in the State of Louisiana be eligible for award?

Response: **Yes**

Are there any other business-related stipulations regarding physical location of the firm aside from “. . . , readily available . . . ?”

Response: **No**

Find current information at **LaGov Vendor Registration:**

Registration Link:

<http://wwwprd.doa.louisiana.gov/osp/lapac/Vendor/VndPubMain.asp>

Registration Help Links:

<http://www.doa.louisiana.gov/osp/vendorcenter/regnhelp/index.htm>

Registration Help Desk: (225) 342-6349

7. How can a copy of the State of Louisiana Emergency Operations Plan be obtained?

Response: **A copy of the Louisiana Emergency Operations Plan can be found at:**  
<http://gohsep.la.gov/plans/EOP200961509.pdf>